



Program Officer

Position Description: September 2021

Exempt, full-time

About Headwaters Foundation:

Headwaters Foundation works alongside a broad range of partners in Montana to improve the health of all Montanans. Established in 2017, Headwaters is a health conversion foundation with \$100 million in assets. Through grantmaking, capacity building, convening, supporting collaborative work, and funding research and analysis, Headwaters works in collaboration with organizations throughout Western Montana to address health disparities, social determinants of health, and remove barriers to improve health outcomes. Some of Headwaters strategic priorities are currently focused on early childhood systems, hunger and food security, health and wellbeing within American Indian communities, and informing policy efforts on Montana's Medicaid program.

The Program Officer is primarily responsible for:

- Informing development of and implementing programs and initiatives at the Foundation;
- Implementing the Foundation's grantmaking activities;
- Building relationships with leaders and organizations in order to advance program goals;
- Implementing programmatic components of the Foundation's evaluation and learning efforts; and
- Contributing to the success of the Foundation's external communications and policy efforts.

This position reports to the Program Director and works closely with other program managers, the Public Affairs & Policy Director, and the Operations team. This person also collaborates with every member of Headwaters' small team. This position requires travel and occasional evening and weekend work.

This role will challenge you and help you grow professionally and personally. To be successful, you must have high expectations for yourself and be willing to put in the time, effort, and sweat equity to meet the expectations of the role and the organization. You must thrive in taking initiative, being adaptable, and contributing to a small team.

Essential Duties and Responsibilities

Program Planning and Implementation:

- Support development of programs, initiatives, and strategies to achieve the Foundation's mission and goals.
- Implement programs, initiatives, and strategies to support the Foundation's mission and goals.

- Act as program lead and primary point of contact for grantees.
- Establish strong collaborative relationships with Western Montana communities, including key stakeholders in tribal and non-tribal government, non-profits, the private sector, philanthropy, and among community and cultural leaders necessary to advance the goals of the initiatives and programs.
- Combine grantmaking with relationship-building to identify and evaluate fundable programs and the community leaders who can champion programs after funding.
- Assure successful completion of programs and initiatives through trouble-shooting and offering technical assistance as needed.
- Track and coordinate program activities, including planning and budgeting.
- Develop and manage contracts, including tracking of budget and deliverables for any approved program support consultants.
- Field program-related inquiries to the Foundation across any program area.
- Identify and implement grantee convenings and events.
- In consultation with the Program Director, represent the Foundation in a wide range of program-related meetings, conferences, presentations and other public venues.
- Keep current on the broad range of social determinants of health issues and philanthropic responses through literature review, contact with professional communities, participation in relevant conferences and other educational programs.
- Participate in and contribute to regularly scheduled program team meetings and staff meetings, and ad-hoc team meetings as requested.

Grantmaking:

- Implement grantmaking goals, strategies and protocols in assigned program areas.
- Manage and support grantees, including: establishing strong relationships with them, working with them to develop a scope of work and budget, tracking progress on their scope of work, identifying technical support needs (strategic planning, program design, grant application process, etc.), and troubleshooting challenges and providing support as needed.
- Manage grant awards, including directly entering data into the grants management system for approval from Program Director and CEO, conducting required due diligence process for grant awards, entering grantee conversation notes into the system, and completing required reporting for each grant.

Policy and Communications:

- Contribute to the Foundation's public policy initiatives to advance policies at the state and/or federal level that contribute to improved health for Western Montana communities. Support engagement of grantees, policy makers, and influencers in this work.
- Contribute to the development of public communications related to the programs, including blog posts, case studies, videos, social media content, or any other media platform as needed.
- Support dissemination of relevant information from the Foundation's programs and initiatives to key partners as needed.

Evaluation and Learning:

- As a key member of the evaluation and learning team at Headwaters, participate in and contribute to regularly scheduled learning sessions.
- Using identified tools, gather data from grantees and input systematically into grants management

database. Contribute to continual improvement of data collection and analysis process.

- Conduct data analysis and interpretation. Work with the program team to identify data needed, request data pulls and conduct initial analysis and interpretation of data collected for assigned programs.
- Document and write-up learnings to support recommendations for program shifts and contribute to lessons for the field.

Leadership and Management:

- Provide leadership and support to any assigned committee(s) of the Board of Trustees, including: organizing and staffing committee meetings, planning agendas and taking meeting minutes, following-up on action items, and otherwise supporting committee requests.
- Support Program Director and CEO in relevant learning opportunities for the Board of Trustees, which may include identifying learning articles for staff and board, identifying and contacting speakers for staff and board events, arranging visits with grantees and partners, or other opportunities.
- Develop and share reports and updates to the board regarding our strategies, programming, and outcomes; facilitate program sessions at board meetings as needed.

Miscellaneous Duties:

- Assist in other projects as requested by Program Director, including projects unrelated to programs and initiatives.

Minimum Education & Experience Requirements:

- Five or more years' knowledge of and/or experience in health, health equity (particularly racial and ethnic health disparities) and public policy.
- Experience working within the public sector; familiarity with non-profit organizations. Proven experience in program development and/or implementation.
- Experience working as part of a multidisciplinary team.
- Experience effectively working with culturally diverse individuals and communities.
- Proven experience working in both rural and urban communities, small and larger towns, and moving between them seamlessly.
- Experience with, or technological aptitude for, working with grants management systems and databases.
- Strong planning, time management and effective communications skills.
- Experience collaborating successfully with a broad and diverse range of individuals and communities.
- Experience facilitating meetings with diverse populations, organizations, and communities.
- Strong proficiency with research, data collection, data review, analysis, documentation and reporting.
- Experience in managing, tracking and balancing budgets a plus.

Knowledge and Skills Required:

- Passion for the Foundation's mission is essential and knowledge of health and/or social services is preferred.
- Strong critical thinking and problem-solving skills.
- Effective written and verbal communications skills
- Ability to work successfully in a fast paced, multi-faceted, team-oriented environment
- Ability to work independently and remotely in various parts of the state as needed.
- Ability to prioritize tasks and responsibilities and demonstrate follow-through.

- An overall commitment to excellence in quality of work and outcomes.
- Proficiency in Microsoft Office suite, including Word, PowerPoint and Microsoft Excel.
- Regular travel within western Montana, and occasional weekend and evening work required. Out of state conference travel several times a year is also required.

Required Soft Skills:

- Acting as a team player
- Flexibility and adaptability
- Effective communication skills
- Problem-solving and resourcefulness
- Able to accept constructive feedback
- Humility and willingness to learn
- Creative thinking

Compensation:

The salary range for this position is \$65,000 - \$80,000 depending on experience. Headwaters Foundation offers a competitive benefits package for an organization of its size. This position is based in Missoula, Montana but Headwaters will entertain exceptional remote-based candidates in other parts of Western Montana, knowing that some regular office time will be required each week.

How to apply:

Interested candidates should submit a cover letter and resume to:

Erin Switalski, Program Director
Headwaters Foundation
contact@headwatersmt.org

Headwaters will begin reviewing applications October 20th.